

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

ocs # 1241-71

BULLETIN NO. 72-1

July 9, 1971

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report of Federal support provided to State and local governments for automated information systems

1. Purpose. This Bulletin provides instructions to Federal agencies for the submission of information on Federal support to State and local governments for the development and operation of automated information systems. Included are the development, acquisition and operation of computers, telecommunications systems and related data collection analyses and distribution. The information thus obtained will be used for an analysis of the magnitude of Federal support, the various delivery systems through which it is provided, and any conditions or special provisions which are intended to provide a measure of control.

2. Background. Guidelines on cooperating with State and local governments to coordinate and improve information systems are provided in OMB Circular No. A-90; however, during the last several years an increasing amount of Federal funds have been provided through various programs to support the development of information systems at the State and local levels. The purposes of these efforts include the collection and processing of information needed to support the management of specific Federal programs, the development and operation of systems to support State and local government management as well as more generalized statistical data to support a diversity of needs. Federal support is generally provided through direct grants for such purposes, formula grants which can be used for such purposes at the option of State and local governments, or as allowable costs under specific categorical programs. In some cases support is provided in the form of Federal technical assistance. Collectively, these activities have created a number of problems in the coordination of Federal, State, and local automated information system activities.

3. Scope. The provisions of this Bulletin apply to all executive departments and agencies and cover all activities which fall wholly or partially within the definitions contained herein.

4. Definitions.

Federal support to State and local governments includes all Federal, or trust funds, and Federal man-years of technical assistance that are provided to State and local governments for the purpose of automated information systems and data processing activities. This includes funds for compensation of State and local personnel performing these activities as well as any assistance provided by contractors.

Information system activities include the collection, organization, processing, storing, and disseminating of automated information through established and organized procedures.

Data processing includes all activities associated with the planning, acquisition, installation and operation of computers, communications networks, system and application software and associated peripheral equipment.

Federal technical assistance includes all man-years of Federal specialists time to consult, advise, or counsel State and local governments in connection with State/local information systems and data processing activities.

Program is defined as any function of a Federal agency which provides assistance to State and local governments. In practice it may be called a program, an activity, a service, a project, a process or be designated in some other similar manner.

5. Reports and timing. Each agency will submit by August 13, 1971, three copies of a report, in accordance with the attached instructions and in the format of Exhibit 1, to the Office of Management and Budget.

GEORGE P. SHULTZ
Director

Attachments

ATTACHMENT A
Bulletin No. 72-1

INSTRUCTIONS FOR REPORTING ON FEDERAL SUPPORT
PROVIDED TO STATE AND LOCAL GOVERNMENTS
FOR AUTOMATED INFORMATION SYSTEMS

Information is required to permit a central review of Federal financial and technical support provided to State and local governments for the development and operation of management information systems. The requested information will be provided in the format of Exhibit 1 (three copies). A separate report is required for each program. Amounts will be reported in terms of obligations to the nearest thousand dollars. Where detailed supporting records are not available, statistical estimates and approximations will be reported and clearly annotated as estimates.

Reported obligations will include Federal activities (including supplies, materials, and equipment, as well as salaries and travel costs) as well as those performed under contractual arrangements. In the case of jointly funded facilities, the required information will be reported by the agency operating the facility.

Some of the technical assistance activities may be performed as part of other full-time duties and responsibilities. Specifically, the figures reported for man-years and for obligations will also include the applicable portion of the efforts of individuals who are not engaged full-time in providing technical assistance activities to State and local governments.

Following are the instructions and guidelines for specific entries in the agency reports:

(Note: Detailed entries for each line and column will reflect estimates for FY 1971 and FY 1972--consistent with 1972 budget requests as amended.)

Blocks

1. CFDA # (if applicable). If the program is listed in the 1971 Catalog of Federal Domestic Assistance (CFDA), place the 5-digit Catalog code assigned to the program in this block. If not listed, state "NA."
2. Popular name. If the program has a name that is used more frequently than the official program title, provide that name in this block. If no popular name is in existence, use the formal program title. In all cases where the program is listed in the CFDA, the program title in this block should be identified with that used in the Catalog.

3. Type of assistance. Identify the type or types of assistance available through the program. The type of assistance will reflect the form in which the assistance is transmitted from the Federal Government and is initially received for use or distribution by State and local governments. The assistance should be identified with the appropriate code(s) as one or more of the following types:

Formula grants (Code a) - Payments to States or their subdivisions, in accordance with distribution formulas prescribed by law or administrative regulation, for activities of a continuing nature not confined to a specific project.

Project grants (Code b) - Payments for fixed periods for specific projects or the delivery of specific services or products without liability for failure to perform. Project grants can include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants, evaluation grants, planning grants, technical assistance grants, survey grants, construction grants, and contractual agreements.

Direct loans (Code c) - Federal loans for a specific period of time, with a reasonable expectation of repayment. Such loans may or may not require the payment of interest.

Guaranteed or insured loans (Code d) - Programs in which the Federal Government makes an arrangement to indemnify a lender against part or all of any defaults by those responsible for repayment of loans.

Sale or donation of property and goods (Code e) - Programs which provide for the sale or donation of Federal real property, personal property, and other goods and equipment. This includes the loan of, use of, or access to Federal facilities or property.

Use of facilities and equipment (Code f) - Programs which provide for the loan of, use of, or access to Federal facilities or property wherein the facilities or property do not remain in the possession of the recipient of the assistance.

Provision of specialized services (Code g) -
Programs which provide Federal personnel to directly perform certain tasks. These services may be performed in conjunction with non-Federal personnel, but they involve more than consultation, advice, or counseling.

✓ Advisory services and counseling (Code h) -
Programs which provide Federal specialists to advise or counsel State and local governments.

Training (Code i) - Instructional activities conducted directly by a Federal agency for individuals not employed by the Federal Government.

4. Narrative description. Provide a brief description of the program, covering such topics as the program objectives, who receives the benefits and how the program operates.
5. Criteria for providing support. Briefly describe the criteria used to determine which State and local governments will receive the program's services, how much they will receive, what priority is assigned to the application (if an application is required), and what the assistance may be used for. If formula grants are involved, please provide the formula. (If more space is needed, use a continuation page.)
6. Describe any restrictions on the use of data collected or developed under this program.
7. Describe any restrictions on the use of computers and communication facilities provided through this program (e.g., requirements that computers be dedicated to support the program funding the equipment).

Columns

- A. Appropriation. List in this "stub" column the title and the 13-digit budget identification code (Circular No. A-11) for each appropriation funding this program. Within each appropriation provide a line heading for: (01) the costs in terms of obligations, and (02) the man-years of technical assistance.
- B. Systems development. Report resources used for advisory consulting, feasibility studies, systems analysis, systems specifications, programming specifications, programming, testing, etc.

- C. Equipment acquisition and operation. Report resources used for the buying or leasing of computers and associated equipment--including telecommunication networks, site preparation, facility costs, supplies, programming support, hardware maintenance, personnel, administration and management, etc.
- D. Data collection analysis and dissemination. Report all resources associated with operation and maintenance of the information system including: the collection, evaluation and dissemination of data; reports control, verification, etc. (Resources reported in B and C above should not be reported in this column.)
- E. Total. Total of columns B, C, and D.

Date:

<u>Type of Assistance:</u>	<u>Code(s)</u>	<u>'</u>	<u>'</u>	<u>'</u>	<u>(3)</u>

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08/07 : CIA-RDP84-00933R000300030021-5

Telephone number:

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. John Iams	24/7	JDL
2	EO Don't know of any support to state	was gov	ARP
3	DD		mc
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

A copy of OMB Bulletin No. 72-1, dated July 9, 1971, is attached for your information. I'm not aware of any Agency programs to report on which support our State and local government ADP systems. Unless you advise differently, I will furnish a negative Agency report to OMB by the August 13 deadline.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chairman, IPB 6 E 0702	

Approved For Release 2001/08/07 : CIA-RDP84-00933R000300030021-5
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